



# WebCM

**NAVFAC  
Washington**



# WebCM

What is WebCM?

- Electronic Document Management**

- NAVFAC Wide
- Semi-paperless Construction Management

- Online collaboration**

- Contractor, Architects, and Customers

- Role Based**

- Guest, Member, and Coordinator

- Access Controlled**

- Government Employee, Contractor

- Easy access**

- Available 24 hours a day through Internet Explorer

- Free for Contractors and Architects**

- Training available as needed

What does it do?

## -Standard Forms

- Daily Report
- RFI
- Submittal Generation
- Document Tracking
- Automated Logs

## -Workflows

- built with Design-Build in mind
- Contractor/AE team can share with the Government their decision making process for RFI's and submittal review actions.

# How does it work?

**Roles:** People who do something in a workflow are assigned roles. Typical roles in a ROICC office include AROICC, AREICC, Contract Specialist, QA Rep etc. The workflows in Primecontract that are created for NAVFAC rely on roles to determine who is the next person in the process that has action on a particular form etc. Therefore a person must be designated to fill all roles in Primecontract. However, one person could fill more than one role.

**Permissions:** People who need to see something in Primecontract are assigned permissions. Permissions typically allow a user to be able to see the content of folders, save items to the folders, start a workflow etc. Permission sets are already set up in Primecontract for NAVFAC Staff, NAVFAC Guest, Contractor Staff, Contractor Guest, Designer, Clients etc.

**Forms:** Processes that require (and collect) information in a ROICC Office generally have forms. Primecontract forms have been created to capture all the data elements captured in typical ROICC Office forms. The forms included in Primecontract include Daily Reports, QC, QA, Prep, Initial, Follow up, RFI, Safety Checklist, Invoice, PC's, Mod's etc.

**Reports:** Primecontract data tables (capturing all ROICC info being placed into forms) are available for reporting. However, since Primecontract is an web based application, reporting becomes a challenge. All of Primavera's clients have information in the same secure database. Thus there are security concerns with reporting. There are currently very limited reports available for NAVFAC on the Primecontract system. However, the WebCM team is working closing with Primavera to resolve these reporting issues. We anticipate having robust reporting available in the near future with the capability to filter and sort based on sophisticated criteria, write individual tabular and non-tabular reporting etc.



# Roles

People **who do something** in a workflow are assigned roles. The workflows that are created for NAVFAC rely on roles to determine who is the next person in the process that has action on a particular form etc. Therefore, a person must be designated to fill all roles in Primecontract, though one person could fill more than one role.

- **AROICC/AREICC**
- **Contract Specialist**
- **QA Rep**
- **Admin (ROICC person who clocks in invoices etc.)**
- **KTR CM (Contractor Construction Manager or Project Manager)**
- **KTR Superintendent**
- **KTR QC**
- **KTR Submittal Reviewer**
- **Workflow Manager (Person that can stop, reassign, or otherwise control workflows)**
- **Workflow Observer (Gov't) (Person that can see all workflows but not control them)**



# Permissions

People who need to see something in Primecontract are assigned permissions. Permissions typically allow a user to be able to see the content of folders, save items to the folders, start a workflow etc.

• **Contractor Staff** - Any person from the contractor organization that is actually working on a project. This person would therefore need to perform various functions in the project such as initiate an RFI, do a daily report, initiate correspondence etc. The contractor may also give subcontractors the permission set of “contractor member” if the contractor would like the subcontractor to do work in the system on their behalf.

• **Contractor Guest** - Any guest that a contractor would want to invite into the Primecontract system that is not doing actual work on a project, but would like to “see” items in the folders for that specific project.

• **NAVFAC Staff** - Any person from NAVFAC that is actually working on a project. This person would therefore need to perform various functions in the project such as answer an RFI, initiate correspondence etc. Personnel with these rights would normally be at a ROICC office or EFD/EFA.

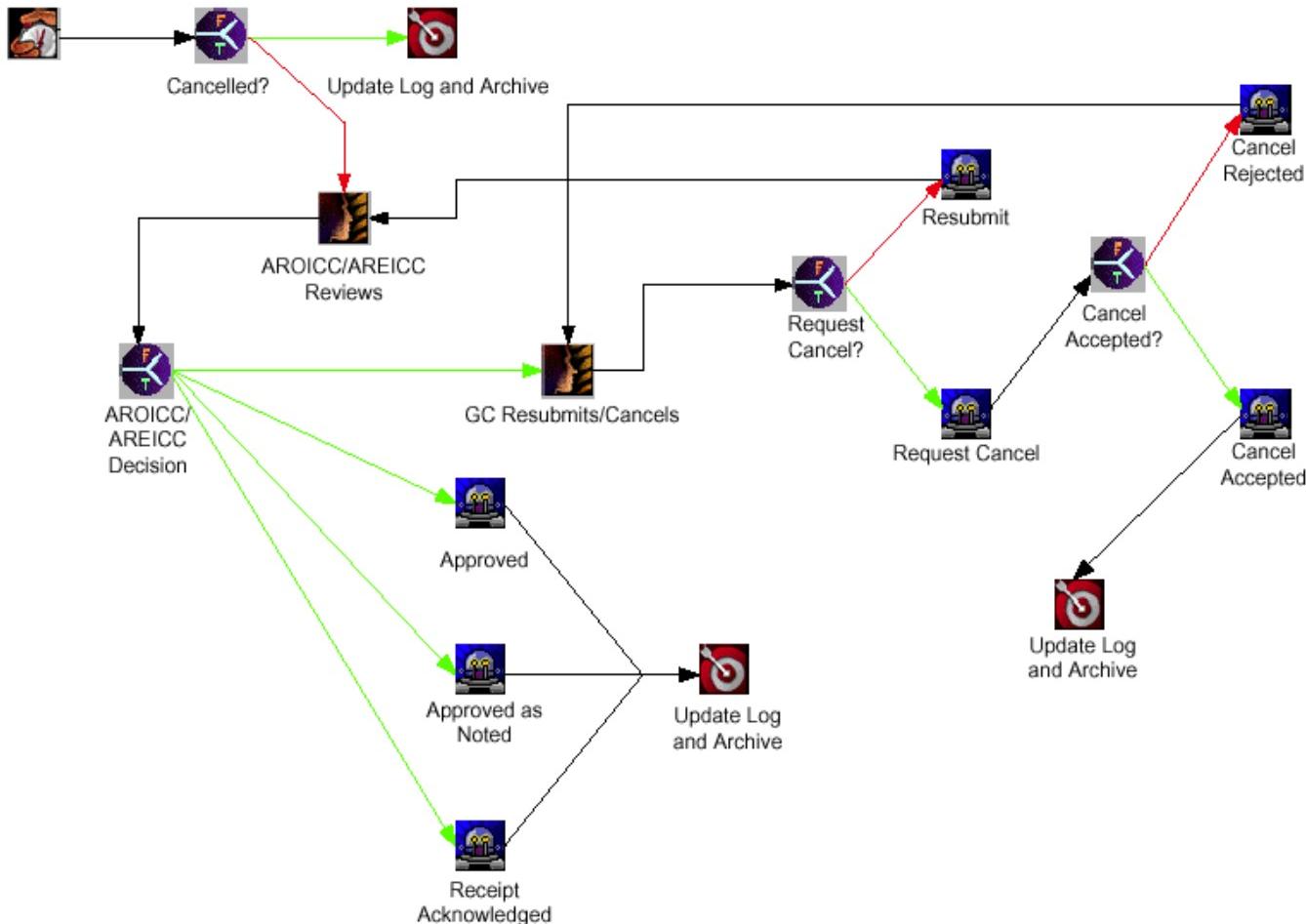
• **NAVFAC Client** - Any person working at federal agency that is doing any business with NAVFAC and is directly involved in a project.

• **Designer** - Any person working for a design entity that is doing design work for NAVFAC (design bid build) or a contractor (design build). These designers would be directly involved in a project.

• **Project Coordinator** - A person in prime contract that has administrative rights to do certain system functions including adding and deleting personnel, deleting files, running certain reports etc. Typically, each ROICC office would have at least one of these type personnel and

# Sample Workflow

## GOV SUBMITTAL WORKFLOW



[Project Summary](#)

## CONTRACTOR PROJECT VIEW

[- RFI 12 Answered](#)

Folders with  
(arrows) have forms  
and workflows.

Others are only  
electronic filing  
locations.

[Create a new folder](#)[Add Other ...](#)

Name	Size	Functions
<a href="#">01. Correspondence</a>	11 Items	
<a href="#">02. Daily Reports</a>	15 Items	
<a href="#">03. Submittals</a>	3 Items	
<a href="#">04. Requests For Information</a>	3 Items	
<a href="#">05. Invoices/Payrolls/Labor Interviews</a>	16 Items	
<a href="#">06. Schedules</a>	3 Items	
<a href="#">07. Safety/Environmental</a>	4 Items	
<a href="#">08. Photos</a>	4 Items	
<a href="#">10. Constructability Reviews</a>	2 Items	
<a href="#">11. Commissioning</a>	0 Items	
<a href="#">12. Closeout</a>	3 Items	
<a href="#">13. Reports</a>	3 Items	
<a href="#">14. Contract Items</a>	5 Items	
<a href="#">15. Contract Drawings</a>	22 Items	
<a href="#">16. Contract Specifications</a>	0 Items	
<a href="#">18. Miscellaneous</a>	24 Items	
<a href="#">21. Meeting Minutes</a>	1 Item	

[Personal View](#)[Projects](#)[Search](#)[log out](#)

Welcome, NAVFAC WEBCM2

December 31, 2003

## Projects

[Organize...](#)

### Default

Projects	Role
<a href="#">INAVFAC Internal Training Project 1</a>	Member
<a href="#">INAVFAC Internal Training Project 2</a>	Member
<a href="#">N6247089C9154 Renovate BLDG 215</a>	Member

[Expand all](#)[Collapse all](#)

Powered by Primavera Systems, Inc. and Livelink

## Search


  
[Advanced...](#)

## Common Tasks

- [View Action Items](#)
- [View Shortcuts](#)
- [View Alerts](#)
- [View Personal Files](#)

## Other Tasks

- [My Contact Information](#)
- [Manage Users and Groups](#)
- [Check workflow status](#)
- [View News Items](#)

## Support Information

- [Contact Information](#)
- [Live Support](#)
- [Support Knowledgebase](#)
- [Online Lessons](#)
- [Latest Features and Updates](#)

## Service Announcements

**CONTRACTOR PERSONAL  
VIEW**





# Standard Forms

The following standard forms are available for use on all NAVFAC Projects:

- Initial Phase Checklist
- Non-Compliance Notices
- Submittals
- Preparatory Phase Checklist
- Production Reports
- QA Reports
- QC Reports
- Rework Items
- RFI
- Safety Audit

## REQUEST FOR INFORMATION/CLARIFICATION

(Modified for the Web)

[Expand/Collapse All](#)[RESET FORM](#)

## ▶ Instructions

## ▼ Contract Information

<b>Contract #:</b> N6247799C0077	<b>Title:</b> BACHELOR ENLISTED QUARTERS, MARINE BARRACKS	<b>Location:</b> VARIOUS LOCATIONS
<b>Task Order #:</b>	<b>Title:</b>	<b>Location:</b>

## ▼ Information

<b>RFI #:</b> 4	<b>RFI Date:</b> 26-Aug-2004	<b>RFI Status:</b> OPEN
<b>Manual RFI #:</b> <input type="text"/>		<b>RFI Type*:</b> <input type="button" value="&lt;None&gt; ▾"/>
<b>RFI Subject:</b> <input type="text"/>		<b>Potential Time or Cost:</b> <input type="button" value="&lt;None&gt; ▾"/>
<b>Priority:</b> <input type="button" value="&lt;None&gt; ▾"/>	<b>Critical Path:</b> <input type="button" value="&lt;None&gt; ▾"/>	
<b>Schedule Referenced:</b> <input type="button" value="&lt;None&gt; ▾"/>		
<b>Specification Section:</b> <input type="text"/>	<b>Specification Paragraph:</b> <input type="text"/>	<b>Specification Page:</b> <input type="text"/>
<b>Drawing #:</b> <input type="text"/>	<b>Drawing Detail:</b> <input type="text"/>	<b>Drawing Sheet #:</b> <input type="text"/>



Personal View

Projects

Search



log out

INAVFAC Internal Training Project 2

October 15, 2003

Enterprise View &gt; INAVFAC Internal Training Project 2 &gt; 03. Submittals &gt; Submittals Register Folder &gt; Submittal Register

## Submittal Register

[Add New Submittal](#) | [Preview Submittal Register](#)

Access Work flow	Submittal Information					Contractor Schedule Dates				Status		
	Subm #	Spec Section	Paragraph #	Description	Cl	Activity ID	Submit By	Approval Needed By	Material Needed By	Date Submitted	Status Code	Date of Status
initiate 1	01200N	1.3	Schedule of prices	G	1001	02-Jan-03	02-Feb-03	03-Feb-03		NR	15-Oct-03	0
initiate 2	01310N	1.3.1	List of contact personnel	G	1002	03-Jan-03	03-Feb-03	04-Feb-03		NR	15-Oct-03	0
initiate 3	01321N	1.5	Qualifications	G	1003	04-Jan-03	04-Feb-03	05-Feb-03		NR	15-Oct-03	0
initiate 4	01321N	1.6.2.6	Standard Activity Coding Dictionary		1004	05-Jan-03	05-Feb-03	06-Feb-03		NR	15-Oct-03	0
initiate 5	01321N	1.7.2	Network Analysis Schedule	G	1005	06-Jan-03	06-Feb-03	07-Feb-03		NR	15-Oct-03	0
initiate 6	01321N	1.7.4	Accepted Network Analysis Schedule	G	1006	07-Jan-03	07-Feb-03	08-Feb-03		NR	15-Oct-03	0
initiate 7	01321N	1.7.5	Monthly Network Analysis Updates	G	1007	08-Jan-03	08-Feb-03	09-Feb-03		NR	15-Oct-03	0
initiate 8	01321N	1.7.6	Summary Network	G	1008	09-Jan-03	09-Feb-03	10-Feb-03		NR	15-Oct-03	0
initiate 9	01321N	1.7.7	As-Built Schedule	G	1009	10-Jan-03	10-Feb-03	11-Feb-03		NR	15-Oct-03	0

[\[<<First\]](#) [\[<<Previous\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [\[Next>>\]](#) [\[Last>>\]](#)

Click “initiate” in order to submit each submittal



# Log Reports

The following form logs are available for use on all NAVFAC Projects:

- Initial Phase Checklist
- Invoices
- Modifications
- Non-Compliance Notices
- PCO
- Preparatory Phase Checklist
- Production Reports
- QA Reports
- QC Reports
- Rework Items
- RFI
- Safety Audit
- Submittals



# Sample Form Log Report

## RFI Log

<b>Contract/TO:</b>	N6871101C4051				
<b>Title:</b>	AIRFIELD PAVEMENT REPAIRS PHASE 2				
<b>Location:</b>	MIRAMAR CA MCAS				
Total Number of RFI's:8	Priority (Open)	Urgent:0	RFI Age	Average:128	
	Open:5	Normal:0		Hi: 216	
	Closed:3			Low: 0	
Status	Priority	PC RFI #	Date Sent	Date Closed	RFI Age
OPEN	N/A				<a href="#">Links</a>
17		8/27/2003		216	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		<b>Subject:</b> RFI contractor guide			
18		8/27/2003		216	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		<b>Subject:</b> DEMO FOR THE NON-BELIEVERS			
23		9/11/2003		201	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		<b>Subject:</b> Alert Notification RFI #23			
24		9/15/2003		197	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		<b>Subject:</b> Sample of Alert			
26		9/17/2003		195	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		<b>Subject:</b> Demo ROICC LA			
CLOSED	N/A				
19		8/27/2003	8/27/2003	0	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		<b>Subject:</b> DEMO FOR THE NON-BELIEVERS			
25		9/16/2003	9/16/2003	0	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		<b>Subject:</b> RFI Test 25			
URGENT					
15		8/26/2003	8/26/2003	0	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		<b>Subject:</b> This is a test for the user guide.			

## Training

- Available as needed
- NAVFAC Washington – FREE!
- Primavera - \$100 per class
- Manuals & Registration Instructions - NAVFAC Washington website

**To request training or ask any WebCM related questions, contact:**

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